

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DOE0807233

Date Posted: 11/19/12

POSITION NO: 240571

Closing Date: 12/04/12

CLASS CODE: 3681

POSITION TITLE: RECREATION COORDINATOR

DEPARTMENT NAME: Office of Youth Development, Boys & Girls Club of Dine' Nation Tohaach'I Unit

DEPARTMENT NO: 80 WORKSITE LOCATION: Tohatchi, New Mexico

WORKS DAYS/HOURS: Monday-Friday; some POSITION TYPE: Permanent ☒ GRADE: R61A

Days: weekends

Permanent: ☒

SALARY:

Hours: 8 am - 5 pm; after-hours  
and weekends

Temporary: ☐

Duration:                      \$ 29,390.40 Per Annum

Part-Time: ☐

No. of Hrs/Wk: 40 \$ 14.13 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Plans, coordinates, and initiates structured recreation and youth activities at the Boys & Girls Club of Dine' Nation Tohaach'I Unit and community; promotes prevention/intervention activities (S.M.A.R.T. programs); promotes the opportunity for individuals to develop their physical/athletic skills and confidence; ensures the development of high self-esteem, better lifestyle, social skills, and sportsmanship. Serves as resource person for recreational activities and structured activities and implements competitive/non-competitive physical activities which may include competitive, non-competitive sports, fitness workshops, experiential learning and additional activities focused on positive development of character, self-esteem, leadership, and overall health.

Plans and coordinates in-service and related training, instructional clinics, workshops for B&GCDN Unit members, OYD staff, OYD volunteers, coaches, referees, parents and interested community members according to established policies and procedures; recruits and supervises individuals interested in physical fitness, competition, positive youth development and healthy living. Promotes a network of partnerships with the community, educational and youth development organizations for support integration and coordination of efforts; may coordinate activities and services with other professional personnel such as those engaged in youth development, medicine, social work, therapy, psychology or work with at-risk youth to ensure that youth development (recreation, socialization, healthy lifestyle) is balanced, coordinated and integrated with special service needs. Prepares required reports and forms, and documentation, when required.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

An Associate's degree in Recreation, Physical Education or related field; and

**Experience:**

Two (02) years in recreational leadership experience; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

***(To receive full credit for education/training, applicant must submit copies of college transcript, certificates, diploma, etc.)***

**Special Knowledge, Skills and Abilities:**

Knowledge of methods and techniques of program planning and objectives for public recreation; Knowledge of active and passive game activities suitable for children, adolescents, adults, senior citizens and/or special populations; knowledge of current principles, techniques and objectives of public information and relations programs; Skill in assessing, evaluating, determining recreational resources, needs and potentials of communities; writing skills; oral communication skills; and event management skills. Ability to actively interact with diverse youth is preferred.

**License/Certification Requirements:**

Valid State Driver's License; Navajo Nation Vehicle Operator's Permit; CPR & First Aid Certification, preferred. **JOB RELATED BACKGROUND CHECK REQUIRED, BECAUSE POSITION REQUIRES WORKING WITH YOUTH. APPLICANT WILL BE RESPONSIBLE FOR ANY FEES ASSOCIATED WITH THE BACKGROUND CHECK.**

**VETERANS' PREFERENCE APPLIES**

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.**

*Revised: 1-15-99*